



Town of Medway
DESIGN REVIEW COMMITTEE
155 Village Street, Medway MA 02053
(508) 533-3291

Matthew Buckley, Chair
Julie Fallon, Vice-Chair
Tom Gay, Member
Rachel Walsh, Member
Jessica Chabot, Member
Dan Connolly, Member
Seth Kendall, Member
Alex Kevork, Member

APPROVED – June 31, 2017

DRC Meeting Minutes: June 19, 2017

Medway Public Library – 26 High Street

Call to Order: – With a quorum present, this meeting was called to order by Chair, Mr. Buckley at 7:00 p.m.

Attendees:

	06/19/2017					
Matthew Buckley	X					
Julie Fallon	X					
Rich Di Iulio	-					
Jessica Chabot	X					
Tom Gay	X					
Rachel Walsh	X					
Dan Connolly	X					
Seth Kendall	X					
Alex Kevork	ABSENT with notice					

Also present:

- Sreelatha Allam, Meeting Recording Secretary
- Cam Afonso, Signs by Cam
- Dan Hooper – Past DRC member

Review DRC Meeting Minutes - June 05, 2017 minutes

A motion was made by Mr. Buckley to approve the meeting minutes of 06-05-2017 as amended, seconded by Ms. Walsh. All were in favor.

Sign Design Review- Sean Murphy CPA, 135 Main Street-

Mr. Cam Afonso attended meeting to discuss the proposed sign for Sean Murphy, CPA at 135 Main St. Proposal is for two wall signs and two panels for the free-standing monument sign.

See attached. The signs will be installed where the previous business signs for Medway Antiques were located at the facility. Sign specifications are similar to the earlier signs. Free standing monument signs will be 2 double-sided PVC panels. Building signs are two aluminum frames. The signs are not illuminated at this time. Mr. Buckley asked if there was any consideration to move the monument sign. Mr. Afonso responded that the property was a parking

lot initially and the current location of the monument sign was the most feasible given the current conditions. DRC members liked the sign design. They commented that the business phone number on the sign should be removed as the *Medway Design Guidelines* discourage this idea. They suggested considering stacking the letters on the sign. Members agreed with the proposed design and recommended stacking the letters and having the information in two lines. The monument sign was approved as presented. Ms. Chabot will draft the DRC letter with recommendations.

Election of Officers

- This is Ms. Julie Fallon's last meeting as DRC member. Members thanked Ms. Fallon for her service.
- Seth Kendall and Alex Kevork were officially appointed as DRC members last week.
- Ms. Chabot's membership was extended for another two years.

A motion was made by Ms. Fallon to nominate Mr. Buckley as the Chair of DRC, seconded by Ms. Walsh. All were in favor.

A motion was made by Ms. Fallon to nominate Ms. Walsh as Vice Chair, seconded by Mr. Buckley. All were in favor.

A motion was made by Ms. Walsh to nominate Ms. Chabot as the corresponding secretary, seconded by Mr. Buckley. All were in favor.

Mr. Buckley explained the roles and responsibilities of Committee members/officers. He said expertise is important and asked new members to step up and learn new things. He discussed the importance of attending ZBA meetings and town meeting in general to get a better understanding of town government.

Revisit 2017 Work Plan

*Task 3: Update Sign Design Review brochure - paper and online versions----*Members talked about assigning this task to Mr. Kevork. Mr. Gay said that this task should wait until the sign bylaw is changed. He will be re-convening with Ms. Mercandetti this summer to draft the new sign bylaw.

Task 4: DRC Web site - Add a new photo component to the web site featuring examples of well-designed signs and buildings - Members discussed the option of assigning this task to Mr. Kevork.

Task 7: Designate a DRC member to serve as primary master for the DRC web page. Arrange for access and training with Town IT staff-- Members discussed the option of assigning this task to Mr. Kevork.

Task 8: Outreach to landlords about sign bylaw and DRC review – Ms. Walsh said a letter was drafted some time back and mailed to the town hall. She talked about updating the letter focusing

on language that requests feedback from incoming tenants. Mr. Buckley said this task should not solely be the DRC's responsibility. He said the Planning Board and the Building Department should also be involved. Sometimes that outreach could also be made by Planning Board on behalf of DRC. Ms. Walsh stated that Ms. Mercandetti's office (Community and Economic Development) could also do the outreach to the new tenants since they interact with them more. Members agreed that this letter should go from the Town Hall rather than from DRC.

Task 9: Interact more regularly with the Medway Business Council. Attend meetings as may be appropriate. Susy to forward MBC meeting announcements to DRC members.

Mr. Gay said that he and Ms. Affleck-Child have conversations with the Business Council from time to time. Mr. Hooper said having their representation on DRC will be good. Ms. Chabot agreed to make a presentation to the business council in the near future.

Task 13: Outreach to the School Department re: the Design Review Guidelines -

There was general discussion on EPFRAC Committee and the work they have done so far.

Members will be meeting with the Planning Board on July 18th, 2017 at the town hall.

Mr. Hooper (member of Memorial Peace Garden Committee) talked about the peace garden proposal in Choate Park in memory of kids of Medway who have passed on. Mr. Kendall talked about some ideas on playgrounds. He distributed handouts of natural playgrounds. Members encouraged him to attend the EPFRAC Committee meetings.

CONTINUING ACTIVITIES:

Task E: Find and secure other design professionals to serve on the DRC---COMPLETE

Task C: Continue to participate on Sign Bylaw Update Task Force to develop amendments to the Sign Bylaw---Discussed at the meeting today

Task H: Continue to regularly report suspected sign violations to the Building Commissioner. Standard agenda item for every DRC meeting---Ongoing

Ms. Fallon reported to the Committee that she drove into the Millstone development (Winthrop Street). She stated that at the center of the development has been completed and looks very good. She encouraged other members to visit the site.

Reports from DRC liaisons with other Town boards/committees

Identification of possible sign violations to report to Building Inspector

Other business as may come before the Committee

Action Items - None.

DRC Meeting Schedule - Next DRC meeting is scheduled on July 17, 2017.

Adjournment

With no further business before this committee, a motion was made by Mr. Buckley to adjourn the meeting, seconded by Mr. Connolly. The motion was unanimously approved.

The meeting was adjourned at 8:05 p.m.

Respectfully Submitted,
Sreelatha Allam

DRC Sign Design Review – Sean Murphy, CPA
Medway Community and Economic Development Office Comments
June 15, 2017

Business: Sean Murphy, CPA

Sign Location Address: 135 Main Street

Proposed Signs: This is a proposal for two wall signs for to be positioned on the east and west building facades and 2 panels for the free-standing, monument sign.

Zoning District: Agricultural Residential Zoning District

Wall Signs:

	Proposed Sign	Allowed by Bylaw
1. Sign Surface Area	24" by 96" = 16 sq. ft. per sign x 2 signs = 32 sq. ft. NOTE – Same size as Medway Antiques (most recent tenant)	Length of building frontage where public entrance is located. East façade is 66' long. Maximum amount of signage = 66 sq. ft. Sign size is OK.
2. Sign Height	Not applicable	Not applicable
3. Illumination	None	None or External
4. # of signs	2	2
5. Setback	Not applicable	Not Applicable

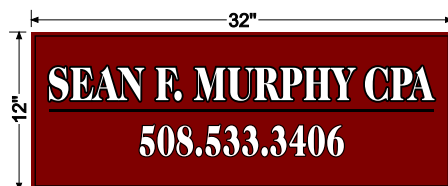
Free-Standing Monument Sign

	Proposed Sign	Allowed by Bylaw
Sign Surface Area	12" by 32" = 2.66 sq. ft. per sign x 2 signs = 5.34 sq. ft. NOTE – Same size as Medway Antiques (most recent tenant)	The proposal is for an inset panel on each side of the existing free-standing sign.
Sign Height	Not applicable	Not applicable
Illumination	None	None or External
# of signs	1 per side	1 per side
Setback	Not applicable	Not Applicable

Comments:

1. This business is relocating from 85 Main Street.
2. The sign sizes comply with the Zoning Bylaw.
3. Both signs include the business phone number. The *Design Guidelines* discourage this.
4. Sign details do not specify the materials.
5. Business could also have one, 2-sided projecting/blade type sign (6 sq. ft. per side). Perhaps near main entry on the parking lot side.
6. Has the property owner done the required plantings around the base of the free-standing monument sign?

Summary and Comments Prepared by: Susy Affleck-Childs



x2



x2

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Cam Afonso

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Website: www.signsbycam.com

APPROVED FOR PRODUCTION:

X

JOB INFORMATION

JOB TITLE:

CONTACT:

PHONE:

FAX:

JOB DESCRIPTION:

SQUARE FOOTAGE: =

SIGN MATERIAL SPECS

BANNER: ☐ COROPLAST: ☐ WOOD: ☐

ACRYLIC: ☐ MAGNETIC: ☐ URETHANE: ☐

PVC: ☐ ALUMINUM: ☐ ~~NEEDLE~~: ☐

SINGLE SIDED: ☐ DOUBLE SIDED: ☐

OTHER: _____

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OF THE LAW.

COLOR SPECS:

BACKGROUND:
COPY:

OUTLINE:
SHADOW:
BORDER:
LOGO:



Medway Design Review Committee (DRC)
Application for Sign Design Review

Medway Location/Address where the sign will be installed: _____
What is the interior width of the storefront? _____

Building/Development Name: (if applicable): _____

Medway Zoning District: _____

Applicable Sign Standard Table (from Medway Zoning Bylaw) Table # _____.

Applicant Information (Local Medway business establishment where the sign is to be installed)

Business Name: _____

Mailing Address: _____

Contact person: _____

Phone: _____ Cell Phone _____

Email address: _____

Type of Proposed Signs – For sign definitions, refer to *Medway Zoning Bylaw (Section 7.2 Signs Regulation)*. The *Medway Zoning Bylaw* is available online at: www.townofmedway.org.

Type of Sign	# of Signs	Signs Dimensions	Total Square Footage of Sign Surface Area	Sign Height	Type of Illumination (internal, external or none)
Wall/Façade Sign					
Free-standing Individual Business Sign					
Free-standing Multi-Tenant Development Sign					
Awning Sign					
Projecting Sign					
Directory Sign					
Window Sign					
Other Type of Sign (Describe)					

Attach the following items to this form. pdf format is requested for the application form and all attachments. Please email application and documents to sachilds@townofmedway.org

- _____ 1. Manufacturer's scaled COLOR drawing with dimensions and DETAILED specifications for materials and illumination.
- _____ 2. For a wall sign, a scaled image showing the sign's position on the building.
- _____ 3. Landscaping Plan and Plot Plan marked with location of the free-standing sign and distances from street/lot lines.
- _____ 4. Color photograph(s) of building/location(s) where sign will be installed and existing signs.
- _____ 5. Color drawing of corporate logo (if applicable).
- _____ 6. Color photograph of similar/comparable sign on which your sign design is based.
- _____ 7. A letter or other descriptive or explanatory information you want to provide to the DRC.

Does this application pertain to a completely new sign?

☐ Yes ☐ No (If NO, please include photos/info of the existing sign you are modifying)

Does this application pertain to a replacement panel for an existing sign structure?

☐ Yes (If yes, please include photos/info of the existing sign) ☐ No

If the business is located in a multi-tenant development, is there a Master Sign Plan for the development?

☐ Yes ☐ No ☐ Don't Know

Does your lease require the property owner's approval of your sign?

☐ Yes ☐ No ☐ Not applicable

Sign Designer/Fabricator/Installer Information

Company Name: _____

Mailing Address: _____

Contact person: _____

Phone: _____ Cell Phone: _____

Email address: _____

Property Owner Information

Company Name: _____

Mailing Address: _____

Contact person: _____

Phone: _____ Cell Phone: _____

Email address: _____

Proposed sign designs are reviewed by the Medway Design Review Committee (DRC).

The business owner and sign designer/fabricator must attend the DRC meeting.

**The DRC generally meets on the first & third Monday night of each month at 7 p.m.
at the Medway Library, 26 High ST.**

(DRC meeting agendas are posted at the Town's web page at www.townofmedway.org)

**An Application for Sign Design Review and all supporting information must be submitted
to the Medway Planning office by 12 noon on the Wednesday before a DRC meeting.**

Please submit this application form and all attachments as follows:

Email: sachilds@townofmedway.org **PREFERRED**

Fax: 508-321-4987

Mail: Design Review Committee
c/o Medway Planning office
155 Village Street, Medway, MA 02053

Drop Off: Medway Planning office @ Medway Town Hall, 155 Village Street

Phone: 508-533-3291

**Applicants and sign designers should read the Sign Guidelines included in the
Medway Design Review Guidelines before developing a sign design.**

<http://www.townofmedway.org/design-review-committee/pages/sign-design-review>

Sign designs should be developed in accordance with the Sign Design Guidelines.

Date Application Received by Medway Planning office: _____

Reviewed by Medway Planning Coordinator: _____ **DRC Meeting Date:** _____